

**NHMFL
FLORIDA STATE UNIVERSITY
SAFETY PROCEDURE
SP-24**

TITLE: VISITOR AND CONTRACTOR SAFETY

1.0 PURPOSE

1.1 This procedure establishes policy and procedure to be observed by all visitors, outside users (including personnel using resistive magnets, NMR, ICR and EMR facilities), contractors and their sub-contractors, and other personnel not employed by the NHMFL while on site.

1.2 The policy of the NHMFL is to provide and maintain a safe and healthful working environment. Employees, users, visitors, contractors, and off-site FSU maintenance personnel shall assist in ensuring safety is not compromised. The safety and health of all personnel at the NHMFL is the inherent responsibility of any person visiting the NHMFL.

2.0 SCOPE

2.1 This procedure assigns responsibilities, provides safety guidance and defines the actions to be taken by visitors, users, contractors, and any non-NHMFL employee when working in or visiting the laboratory.

3.0 RESPONSIBILITIES

3.1 NHMFL Environmental Health and Safety Office

The Safety Office has the responsibility for providing the safest possible environment for all visitors, users, and contractors. Training and education may be provided on the health and safety policies of the NHMFL and the unique hazards present at the NHMFL. The Safety Office is responsible for monitoring the work of these people for compliance with established health and safety policies and procedures. The Safety Office may be required to review the health and safety records of contractors prior to the awarding of contracts and proposals. The Hazardous Materials Manager is responsible for reviewing magnet time requests for materials safety.

3.2 Facilities and Administration

The Facilities and Administration Office is responsible for coordinating outside contractor's work times, monitoring work hours, logging contractors in and out, contacting the Safety Office on work schedules and contractors present at the NHMFL, alerting the Safety Office of unsafe work practices, and alerting NHMFL employees of work being performed in their immediate areas. This includes work being performed on systems affecting facility operations or equipment, including electrical, life safety, mechanical, or

plumbing outages to any area in the NHMFL. Advance notice to affected areas shall be provided by the Facilities and Administration Office. At least 24 hours advance notice shall be provided if circumstances permit.

3.3 NHMFL Employees

NHMFL employees are responsible for conducting themselves in a manner which reflects the policies and procedures of the NHMFL. Employees accompanying users and guests shall ensure their safety by following all established safety procedures and policies.

3.4 Visitors, users, contractors, off-site FSU maintenance personnel

Visitors, users, contractors, and off-site FSU maintenance personnel are responsible for working within their assigned areas, following scope of work in proposals, following the NHMFL policies and procedures, alerting the appropriate personnel to changes in their work schedules, contacting the key personnel upon arrival at the NHMFL, and conducting their work in a professional and safe manner, and informing the appropriate NHMFL personnel upon completion of work.

4.0 SAFETY

4.1 User Requirements

4.1.1 Users are non-NHMFL personnel, who through a proposal and review process, are allowed to use the facilities of the NHMFL for their research. Users shall be required to read and understand the User Safety Guidelines prior to starting their research at the NHMFL. These guidelines are available from the NHMFL Coordinator of User Services, Control Room operators, or the NHMFL Safety Office. Users are expected to follow the procedures outlined in the guidelines and to conduct their research in a safe manner while at the NHMFL.

4.1.2 Users are required to report to the Coordinator of User Services upon their arrival to the NHMFL. Users should report any safety incidents, injuries, or unsafe work conditions that may arise to a NHMFL representative, or to the Safety Office. Users shall report prior to departing from the NHMFL.

4.1.3 Users of the resistive magnets shall remain in constant communications with the Control Room operators when at field. While at field, a minimum of one person is to remain in the magnet cell at all times. Refer to the NHMFL Magnet Cell Safety Procedure, SP-16, for more information.

4.1.4 Users shall coordinate with the Control Room operators or the appropriate NHMFL Coordinator for support services and other operational requirements.

4.1.5 Users will ensure that magnet cells, sample prep areas and offices are clean prior to departing. All hazardous materials shall be shipped back to the user's institution. The NHMFL Safety Office will dispose of any hazardous wastes generated by users during their stay.

4.1.6 Proposals including the use of hazardous materials shall be reviewed and approved by the Safety Office before approval. NHMFL personnel working in conjunction with the users shall be informed of any hazardous materials being brought into their working environment.

4.2 Contractor Requirements

4.2.1 Contractors performing work at the NHMFL shall be provided with a general training program to include identified hazards in their work area. This program may consist of watching the Safety Orientation Video, reviewing NHMFL Safety Procedures, or receiving specific job safety training related to the work to be performed. This training will be coordinated by the Facilities and Administration Office with the NHMFL Safety Department.

4.2.2 Contractors shall follow all established NHMFL policies and procedures, as well as all applicable safety standards and regulations while on site.

4.2.3 Contractors shall report to the Coordinator of Facilities and Administration prior to beginning work on a daily basis. Contractors may be directly supervised by their own supervisor, or by a NHMFL representative. This person shall be responsible for the daily supervision of the work crews.

4.2.4 Contractors shall provide all the required tools, equipment, supplies, personal protective equipment, and personnel to comply with the terms of the contract or service agreement.

4.2.5 Work areas shall be cleaned and all debris disposed of daily. Overall housekeeping shall be kept neat and orderly.

4.2.6 Any accidents, injuries, or incidents involving contractors must be reported to the NHMFL Safety Office and the Facilities and Administration Office.

4.2.7 Contractors shall, at the completion of work, remove all property, supplies, equipment, tools, and any waste materials. NHMFL Facilities personnel shall ensure that all work is performed to the agreements in the contract or service agreement and to the requirements of this procedure.

4.2.8 The NHMFL reserves the right to remove any contractors from the property in the event of unsafe work practices.

4.3 Visitor Requirements

4.3.1 Visitors are requested to sign in and out when they arrive and leave at the receptionist desk in the main atrium. First time or infrequent visitors not familiar with the NHMFL shall contact the NHMFL employee they wish to see, and wait for that person to escort them to the specific area. Visitors should remain with a NHMFL employee while on site. It is the responsibility of the escort to ensure the safety of his or her guests while at the NHMFL.

4.3.2 Tours are to be arranged in advance. Tour groups shall be lead by a competent leader. Tours shall follow a pre-arranged route and are not allowed to enter a controlled access area for any reason, including magnet cells, power supply areas, laser control areas, and the central utilities plant. Tours shall be closely monitored to ensure the safety of all persons. All persons shall be accounted for by the tour leader before allowing the group to exit the facility.

4.4 FSU Maintenance Personnel Requirements

SAFETY PROCEDURE SP-24

4.4.1 FSU Maintenance Personnel not permanently assigned to the NHMFL shall coordinate activities with the NHMFL Facilities Department. All FSU Maintenance Personnel not permanently assigned to the NHMFL shall report to the NHMFL Facilities Desk and sign-in on arrival and sign-out on departure with complete job description/area of work being conducted.

4.4.2 FSU Maintenance Personnel not permanently assigned to the NHMFL shall report to the Coordinator of Facilities and Administration prior to beginning work on a daily basis. Personnel may be directly supervised by their own supervisor, or by a NHMFL representative. This person shall be responsible for the daily supervision of the work crews.

4.4.3 FSU Maintenance Personnel not permanently assigned to the NHMFL shall conform to NHMFL Safety policies and procedures when working on the NHMFL site.

4.4.4 Work areas shall be cleaned and all debris disposed of daily. Overall housekeeping shall be kept neat and orderly.

4.4.5 Any accidents, injuries, or incidents involving contractors must be reported to the NHMFL Safety Office and the Facilities and Administration Office.

4.4.6 In the event of an *emergency situation, personnel performing work at the NHMFL need not sign out at the time of completion of their tasks. In such a case, notification may be made via phone by speaking to the Facilities Coordinator (4-0526) in person and/or by fax (4-0534) as soon as practically possible. In no case shall the status go unreported. (*not to be abused)